

Position Description

Te whakaturanga ō mahi

Health New Zealand
Te Whatu Ora

Team Name	People Analytics		
Role Title	HR Data Analyst – People and Capability		
Reports to	People Analytics & Insights Manager		
Location	Christchurch	Department	People & Communications
Direct Reports	None	Total FTE	1

About us

The Health System in Aotearoa is entering a period of transformation as we implement the Pae Ora/Healthy Futures vision of a reformed system where people live longer in good health, have improved quality of life, and there is equity between all groups.

We want to build a healthcare system that works collectively and cohesively around a shared set of values and a culture that enables everyone to bring their best to work and feel proud when they go home to their whānau, friends and community. The reforms are expected to achieve five system shifts. These are:

1. The health system will reinforce Te Tiriti principles and obligations
2. All people will be able to access a comprehensive range of support in their local communities to help them stay well
3. Everyone will have equal access to high quality emergency and specialist care when they need it
4. Digital services will provide more people the care they need in their homes and communities
5. Health and care workers will be valued and well-trained for the future health system

Te Mauri o Rongo – The New Zealand Health Charter

In order to guide the culture, values, and behaviour expected of the health sector, Health New Te Mauri o Rongo provides common values, principles and behaviours through four Pou, to guide health entities and their workers, enabling a cultural transformation of the health sector. Te Mauri o Rongo fundamentally upholds a key system shift of the New Zealand health reforms to reinforce and embrace Te Tiriti and our obligations to it.

The pou are a platform and a foundation to empower a culture transformation, every person is guided to align themselves to the pou and enact the values and behaviours that the pou represent. Employers and employees are expected to uphold Te Mauri o Rongo in their work and environments as part of our commitment to achieving Pae Ora (healthy futures) for all.

It is fundamental that the four Pou of Te Mauri o Rongo are upheld by the health entities and their workforce.

Wairuatanga	The ability to work with heart	<i>"When we come to work, we are able and supported by others to be our whole selves. When we return home, we are fulfilled".</i>
Rangatiratanga	Ensuring that the health system has leaders at all levels who are here to serve	<i>"As organisations we support our people to lead. We will know our people; we will grow those around us and be accountable with them in contributing to Pae Ora for all"</i>
Whanaungatanga	We are a team, and together a team of teams	<i>Regardless of our role, we work together for a common purpose. We look out for each other and keep each other safe. Together we are whānau, we are the workforce - kaimahi hauora"</i>

Te Korowai Manaaki	Seeks to embrace and protect the workforce	<i>"The wearer of the cloak has responsibility to act/embody those values and behaviours"</i>
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Our Team Accountability

Our **People Analytics team** has been established to lead the way we deliver accurate, timely, consistent workforce data and insights that enable the best decisions about our people and organisation, across Health NZ |Te Whatu Ora Waitaha |Canterbury) & Te Tai o Poutini |West Coast

As a Data Analyst working in partnership with other members of the People Analytics Team, this role has shared accountability for:

Expected Outcomes / Activities – Team Specific

- **Fostering** a work environment in which people take pride in their work and work together to provide excellence in customer service
- **Engaging** across the People and Communications team locally, regionally & nationally to create and deliver an exceptional employee experience by delivering the basics brilliantly
- **Delivering** accurate, timely and consistent and insightful analysis and reporting into our workforce to drive decision-making across the organisation
- **Building** the expertise within the People Analytics Team to develop, manage and maintain people reports and analytics that just work
- **Partnering** with our Data & Digital, Finance, and particularly Service Improvement & Innovation teams, to maximise our existing capability and resources in data management, workforce and financial planning, people reporting and data visualisation

My Role Responsibilities

POSITION STATEMENT: The HR Data Analyst will be working with the team to support the delivery and development of robust regular people reporting and analytics solutions to assist sound decision-making, and accurately inform the wider organisation with relevant people data. The role would carry-out regular reporting activity and perform qualitative and quantitative data analysis.

In assuming this responsibility, the role enables the People Analytics Team to be an effective and valued partner of the business and supports the business to achieve its goals.

Key Outcomes Area	Expected Activities / Performance Indicators – Position Specific
	– Reports are complete, accurate and available on time – Reports are developed in Microsoft PowerBI or Microsoft SSRS (or Excel, CSV etc if ad-hoc extract), with SQL used for query writing prior to the above reporting tools. – Specifications are developed in conjunction with customers or People Analytics staff – Report schedules, reports catalogue, reporting portals are maintained – Provision of benchmarking information to external organisations – Education and communicating information to people in the organisation as well as reassuring them of the integrity and robustness of the system – OIA and Ad-hoc information requests are responded to accurately in a timely manner – Accurate usage of statistics to enhance analysis – Provision of interpretational and insightful analysis

	– Provision of guidance on data visualisation best practice – Supporting production of various regular accountability documents ensuring that they meet external accountability requirements. – Working closely with organisation-wide Business Intelligence teams to support development of automated dynamic reporting solutions using HR data (e.g., structured reports, interactive dashboards) – Carrying out regular reporting solutions as per organisational requirements and priorities, using HR data and metrics from various HR applications as well as payroll outputs – Maintaining a good level of understanding of what information is being captured by HR applications (incl. identification of the main source of truth), in what context it is being stored, whether it can be reported on and under what caveats – Following data governance and information confidentiality guidelines and processes, including monitoring of data quality and validation, approval for release of identifiable information, maintenance of key reference data in approved source systems – Carrying out regular monitoring and supporting reporting components to keep leadership informed of progress in implementing agreed strategies and of their effectiveness in achieving the required objectives – Supporting the development of fit for purpose and function-wide people performance and outcome measures and processes to monitor them. – Identifying, extracting and analysing staff-related metrics from across the organisation and health system to inform and monitor operational performance – Maintaining relationships with key users of staff-related information and prepare reports and undertake analysis of that data – Sourcing, collating, analysing and interpreting qualitative and quantitative data, noting trends, identifying interdependencies and connections and creating useful insightful reports using common analytical reporting tools – Supporting stakeholders across the organisation with people data and insights collection and communication of relevant information to requests – Working in partnership with our Māori and disability partners, mana whenua and corresponding community organisations to represent the information in the most culturally responsive and accessible way to enable informed decisions around equity and diversity – Performing other duties considered to be within the scope of this role as agreed by you and your manager.
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My Capability

To be effective and succeed in this role it is expected the person will have proven capabilities against the **Leading-Self** leadership focus. A person with this leadership focus will not hold formal leadership accountabilities but are responsible for displaying leadership character and driving service delivery within their role and team.

Therefore, critical capabilities for this role are:

Capability Area	Behavioural Descriptor
Cultural Responsiveness	Understands the needs of Māori and adjusts approach to ensure equitable outcomes.

Self-Aware	Understands their impact on others and strengthen personal capability over time.
Engaging others	Connect with people; to build trust and become a leader that people want to work with and for.
Resilient and Adaptive	Show composure, resolve, and a sense of perspective when the going gets tough. Helps others maintain optimism and focus.
Honest and Courageous	Delivers clear messages and makes decisions in a timely manner; to advance the longer-term best interests of the people we care for.
Achieving Goals	Demonstrate drive, optimism, and focus; to make things happen and achieve outcomes.
Managing Work Priorities	Plan, prioritise, and organise work; to deliver on short, medium and long-term objectives across the breadth of their role.
Curious	Seeks and integrates ideas, information, and different perspectives.

My Qualifications, Experience, Knowledge, Skills:

You will have:	Essential – Relevant tertiary qualification (e.g., Commerce, Information Systems, Statistics, HR management, social sciences, business administration) – Experience in the use of data analytics tools for extracting and analysing data – Be a competent user of SSRS, Microsoft SQL Server and Power BI – High level of competency using Microsoft Office suite, particularly Excel for the aggregation, analysis and presentation of data – A high degree of numeracy – Ability to analyse, isolate, and interpret data – Ability to write and collate documents including basic reports, analysis of information Desired – Knowledge of what an HR function does, HR best practices and an understanding of the key HR processes – Expertise in HR metrics and people data, reporting and analysis – Have a good understanding of the New Zealand Health sector – Be competent in using a Data Warehouse as a source for information reporting and analysis – Ability to impartially analyse variable quality data and information from multiple and diverse sources, then effect recommendations with organisational, regional, and system considerations – Have, and be able to utilise, the skills and knowledge necessary for constant quality improvement
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Key Relationships to Nurture

Internal	External
– People Analytics & Insights Manager and immediate team members	– Third party consultants, advisors and service providers
– Health Analytics Manager and immediate team members	– Key contacts across public and private sector organisations
– Wider People and Communication teams	– Health Technical Advisory Services (TAS)
– Key stakeholders and employees across the organisation	– Health NZ Te Whatu Ora
– Health NZ Te Whatu Ora National Operations	– Manatū Hauora Ministry of Health

This Statement of Accountability is intended as an insight to the main tasks and responsibilities required in the role and is not intended to be exhaustive. It may be subject to change, in consultation with the job holder.